

# FACULTY OF PHILOSOPHY

From: The MPhil Course Director, Prof Richard Holton

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## **Philosophy MPhil – 2021-22**

### **Information on procedures for MPhil essay submission, Michaelmas Term 2021**

#### **Essays – For both MT21 and LT22**

At least one essay topic must be in the following areas of Philosophy, including their history: *Metaphysics and Epistemology, Philosophy of Mind, Logic and Philosophy of Language, Philosophy of Science, Ethics and Moral Psychology, Aesthetics, and Political and Legal Philosophy*. Both essays cannot come from the same area. Students with concerns about whether their essays meet this requirement are encouraged to seek the advice of their supervisor and the MPhil course director. With the approval of the MPhil Course Director, one essay can be in some other area, provided it is still appropriately related to Philosophy.

#### **Procedural notes**

Please note the following carefully (**and keep this letter for future reference**):

1. Your essay must be not more than 4000 words, including footnotes and appendices but excluding bibliography. Please note that the word limit for the essay will be strictly applied. Examiners may decline to read any material in excess of it. For Michaelmas Term 2021, your essay will be submitted via Moodle, and you will not be required to submit a cover sheet. However, candidates should include a line at the end of their essay confirming the word count.
  
2. There is no formal limit on the amount of supervision a student may have on an MPhil essay, the decision on how much to provide resting with supervisors. However, a typical, and reasonable, supervising schedule would be as follows:
  - i) a brief initial meeting with the supervisor for orientation, general advice, guidance on reading;
  
  - ii) two further supervisions for each essay (comments on and discussion of a first draft, with advice for possible improvements; and further comments on a revised draft, for each);

The student would then submit the final version without further supervision.

Your work must be typed. Information on presentation of your dissertation can be found here: <https://www.phil.cam.ac.uk/curr-students/postgraduates/grad-presentation-guide/>

3. Your work **must** acknowledge all sources of information, including unpublished ideas and suggestions, e.g. from your supervisor.
4. Essays will be subject to anonymous marking. Please save your essays just using the title of your essay (no reference to your names). Please do not include your name anywhere within the text of your essay.
5. Essays submitted via Moodle will automatically be checked by Turnitin for plagiarism. Please make sure to check the box to confirm reading and understanding the University Plagiarism rules. These can be viewed here: <https://www.plagiarism.admin.cam.ac.uk/definition>
6. Students may choose to include an **impact statement** with their essay, detailing how the lockdown has been detrimental to their research through, for example, limiting their access to study materials and key texts. Statements should not reference personal circumstances or mental health issues, but should only refer to the impact of lockdown on their ability to source relevant materials. A copy of the form to be used to submit an impact statement can be downloaded [here](#).

Students wishing to submit an impact statement should upload the completed form to Moodle, along with their essay, as explained below.

You must submit your first essay, via Moodle **by**:

**FRIDAY 3<sup>rd</sup> DECEMBER 2021, 12 NOON**

**A coversheet will not be required.**

Please also note that submission deadlines for the essay are taken very seriously. Except in exceptional circumstances (e.g. a medical emergency), **late submission will attract a penalty of five marks for every working day, or proportion of this for part of a day. If you have any concerns about meeting the stated deadlines, please contact the Postgraduate Secretary as soon as possible.**

### **Important Note**

It is sometimes possible to arrange an extension to the submission deadline for your essay, usually due to unforeseen medical circumstances. Further information about this possibility can be found here:

<https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/extending-your-end-registration-date#Extensions%20for%20students%20on%20a%20one%20or%20two%20year%20programme>:

Short extensions, applied for due to unforeseen medical circumstances, can be considered by the Faculty. Please contact the Postgraduate Secretary if you feel this applies to you.

Students with a known disability who require an extension to their essay or dissertation deadlines may be granted one if it is requested. Students should discuss what accommodations they require with the MPhil Course Director. Ordinarily, an extension will require that the student's Student Support Document from the [Disability Resource Centre](#) makes a recommendation to that effect. The Course Director may also seek further medical evidence. Extensions of up to two weeks can be granted by the Course Director. Requests for longer extensions will be considered by Degree Committee in light of the student's needs and the submitted medical evidence. The length of extensions may be constrained by the dates on which marks have to be approved. Students will be informed if an extension may lead to a delay in the date of their graduation

### **Further Guidelines for submitting your essay via Moodle.**

#### **1. Rename your files ready for uploading:**

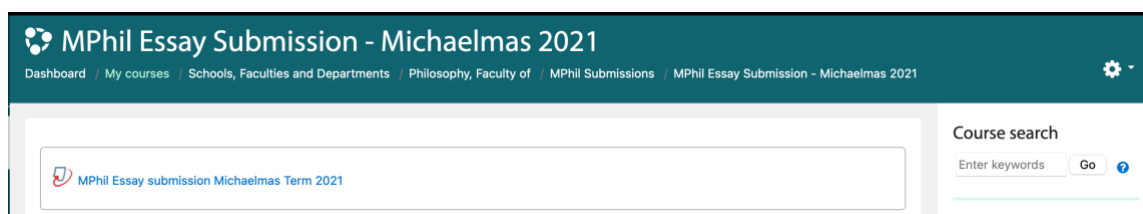
Your dissertation should be submitted as either a **docx** or **pdf** file. The title of your submitted dissertation should be: The title of your dissertation (or shortened version thereof). Please only use alphanumerical characters and spaces in your essays titles (no punctuation marks). Thus e.g.:

How is free will possible.pdf

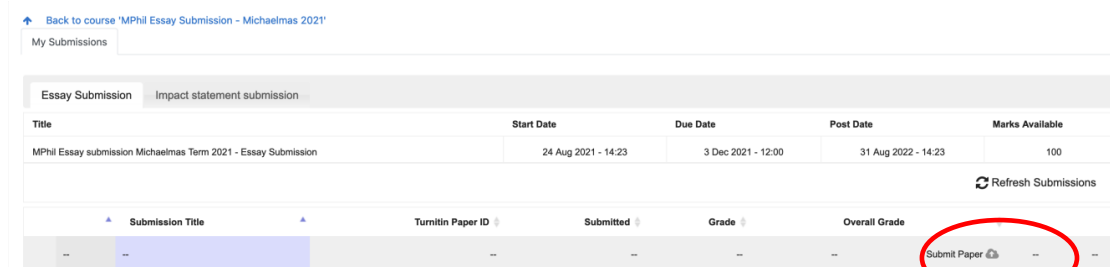
#### **2. Login to Moodle and submit your essay:**

<https://www.vle.cam.ac.uk/course/view.php?id=226482>

Once logged into the above Moodle site, click on the 'MPhil Essay Submissions - Michaelmas Term 2021' link as shown in the screenshot below:



On the next screen, click on the 'Submit Paper' icon on the right-hand side (circled in red in the screenshot below):




The 'Submit Paper' window should be displayed, input the Submission Title then click and drag your essay file from your local folders to the 'Files' area (see screenshot below). Check the box to confirm reading and understanding the University Plagiarism rules then click on the 'Add Submission' button. A window should appear displaying a Digital Receipt and Turnitin submission id which confirms that your submission has been successfully uploaded to Turnitin.


▼ **Submit Paper**

Submission Type ? File Upload

Submission Title ! ?

File to Submit ? Maximum size for new files: 40MB, maximum attachments: 1

 Files



You can drag and drop files here to add them.

By checking this box, I confirm that I have read and understood the [University's Statement on Plagiarism](#) and this submission is my own work. I understand that my work may be submitted to text-matching software and retained in the software's database, as described in the Statement.

There are required fields in this form marked !.

After submission you should receive an email message confirming successful submission of your file. The email message will include the Turnitin digital receipt submission id.

Essay files can be resubmitted at any time up until 12 noon on the due date by logging into Moodle, selecting the MPhil Essay submissions link as described in point 2 then clicking on the 'Submit Paper' icon (as circled in red above) and following the instructions to submit a file. Once a new file has been submitted an email confirming successful submission should be received.

If you wish to submit a research impact statement, please follow the instructions as above for submitting your essay, but select the tab titled 'Impact statement submission' and submit your statement on this tab.

[Back to course 'MPhil Essay Submission - Michaelmas 2021'](#)

My Submissions

Essay Submission **Impact statement submission**

Title	Start Date	Due Date	Post Date	Marks Available
MPhil Essay submission Michaelmas Term 2021 - Essay Submission	24 Aug 2021 - 14:23	3 Dec 2021 - 12:00	31 Aug 2022 - 14:23	100

[Refresh Submissions](#)

Submission Title	Turnitin Paper ID	Submitted	Grade	Overall Grade	
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November 2021